

2022 NEW CEO ORIENTATION

March 24, 2022



FAIRS AND EXPOSITIONS BRANCH

FAIRGROUND TRAINING REQUIREMENTS

Presenters: Ken Anater

DAA Employee/Board of Director Online Training Platform Online University

<https://daa.cdfaonlineuniversity.com>



Login

Login below to see all your courses.

Username

Password

Login

☒ Keep me logged in [Forgot Password?](#)



OR

Sign Up

For password resets and all other DAA Online University questions, please contact the F&E Training Coordinator at (916) 999-3000.

DAA Training Platform Sign In and Enrollment Online University

<https://daa.cdfaonlineuniversity.com>



Existing OU clients
use the Login
fields to sign in.

Login

Login below to see all your courses.

Username

Password

Login

☐ Keep me logged in [Forgot Password?](#)

OR

Sign Up

Use "Sign Up" to
enroll new staff
into the OU.

DAA ONLINE UNIVERSITY

Enrollment Information

- F&E enrolls new CEOs and Directors into the OU upon notification of hire/appointment
- CEOs, other designated staff, or staff themselves are to enroll into the OU with the following Enrollment Keys based on their role or position at the fairgrounds:
 - **DAA Supervisory** – For those that manage or supervise others at the fairgrounds
 - **DAA Non-Supervisory** – For rank-and-file DAA staff
 - **DAA Seasonal Employees** – For all temporary and seasonal DAA staff (125 Day Employees)

DAA

Training Requirements

All Employees

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
All	Defensive Driver Training	2 ½ hours	Every four years	OU / DGS
DAA Board Member Requirement	Protecting Privacy in State Government	20 minutes	Annually	Online University
DAA Board Member Requirement	Maintaining a Respectful Work Environment – EEO Compliance ¹	2 – 2 ½ hours	Every two years	Online University
DAA Board Member Requirement	SANS Security Awareness – Privacy	2 ½ minutes	Annually	Online University
DAA Board Member Requirement	SANS Security Awareness – Cloud Services	2 ½ minutes	Annually	Online University
DAA Board Member Requirement	SANS Security Awareness – State of California Carousel 1_All Staff	1 – 1 ½ hours	Annually	Online University
	Safety Short: Coronaviruses and COVID-19	39 minutes	Annually	Online University

NOTE - Employees temporarily hired must receive all training required of permanent employees.

DAA

Training Requirements Managers & Supervisors

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
Managers & Supervisors	80-Hour Supervisory Training (CBID S)	80 hours	Once	CalHR / CalLearns
	40-Hour Managerial Training (CBID M)	40 hours	Once	CalHR / CalLearns
	20-Hour Chief Executive Assignment Leadership Training (CEAs)	20 hours	Once	CalHR / CalLearns
	20-Hour Biennial Leadership Training	20 hours	Every two years	Online University
	Labor Relations: A Guide to Surviving Encounters with the Union - Online	1 hour	Every four years	Online University
	Beyond the Pandemic: The Hybrid Workforce 2022	TBD	Annually	OU / Cal HR

DAA

Training Requirements

Other Training Requirements

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
Designated Employees (per CDFA's Conflict of Interest Code) DAA Board Member Requirement	Ethics Orientation for State Officials	2 hours	Every two years	OU / DOJ -AG
Federal Funds Signators	Grants Management Civil Rights Training	45 minutes	Annually	Online University
Personnel Liaisons	Personnel Liaison Training	14 hours	Once	Online University
P-Card Holders and Approvers	P-Card Program Presentation	20 minutes	Every two years	Online University
Designated Office of Information Technology Services Staff	SANS Security Awareness – IT Staff Only	10 minutes	Annually	Online University
Employees / supervisors exposed to hazardous chemicals	Hazard Communication – Cal/OSHA	TBD	Once – until rules change	Online University
Employees / supervisors who in hot environments	Heat Illness Prevention – Cal/OSHA	TBD	Annually	Online University
Employees with possible exposure in the work environment	Bloodborne Pathogens Awareness	TBD	Annually	Online University
Employees / supervisors who work in environments where noise levels exceed 85 dB for extended periods of time.	Hearing Conservation	TBD	Annually	Online University

DAA ONLINE UNIVERSITY

New Information for 2022

- AB 623 – DAA Directors must complete all mandatory training and forms to participate in meetings
 - Prohibits Directors from being officially seated until compliant
 - Impacts both seated and newly appointed Directors
 - Includes any form or training that becomes mandatory during their term
 - Directors are subject to removal if not compliant
- New Learning Management System (Online University) to be rolled out on April 1, 2022, no real changes for participants


DAA ONLINE UNIVERSITY





Additional Training Information


- Preferred Browser – Google Chrome
- Ethics Orientation for State Officials requires a separate login from the OU
- These courses also require the certificate of completion to be uploaded to your OU profile to confirm course completion
- Be sure to complete each module within a course entirely before logging out to ensure that course progress is retained
- SANS All Staff (CA Carousel) overall course completion does not advance with each module completed until all 18 have been successfully finished

DAA ONLINE UNIVERSITY


Training Resources

California Department of
Fire & Emergency Services







Welcome, Kenneth Anater
We are happy you stopped by.




ILC Training Calendar
CDFA's Instructor-led courses' dates, times, and locati...




Catalog
See a complete list of available courses




My Courses
See courses you are enrolled in




Resume
Nothing to resume yet




Resources
Browse or download resources




External Training
Record external training



Transcript
View Transcript



Help Desk
Help Desk Support



Inbox
Your priority messages

18

Notice of SANS Course Maintenance and Outage

SANS Security Awareness Courses Now Available for C...

SANS Security Awareness Course Availability

Maintaining a Respectful Work Environment Course C...

Ethics Orientation for State Officials Course Completo...

If you forgot your password, or unable to login, please contact your unit training coordinator.

DAA ONLINE UNIVERSITY

Training Resources

Primary Resource Panels

- ***My Courses*** – Location to begin required training courses
- ***Resume*** – Quick access to return to training course currently in progress
- ***Catalog*** – Entire collection of all available training courses based on your role
- ***Transcript*** – Current list of all course completions and their expiration status
- ***Inbox*** – Contains important communications on course and system issues
- ***ILC Training Calendar*** – For Instructor Lead Courses, no updates since June 2020
- ***Help Desk*** – Useful FAQs in OU Help Center, do not use “Submit a Request”
- ***External Training*** – Not generally used by DAA staff, contact F&E UTC

DAA ONLINE UNIVERSITY






Training Resources


RESOURCES Panel

- ***General Training Information***– Location of list of required training courses
- ***CDFA Policies*** – List of most CDFA policies that apply to DAAs
- ***Form 700*** – Most info not applicable to DAAs, only the “Additional Sections Required...” that details additional Ethics modules to be completed
- ***Forms*** – SO-112 Incompatible Activities and SO-149 Annual Training Checklist
- ***Guide Books & User Manuals*** – Employee User Guide location
- ***In-Service/Out-Service Vendor*** – List of external training options
- ***Money Matters*** – Links to CalPERS, Savings Plus Program, and ScholarShare


DAA ONLINE UNIVERSITY


Training Resources






DAA RESOURCES



Hide Refine Search


☒ Show Categories






Resource Name:



Tags:

[Resources](#) > [DAA Resources](#)



 CDFA Training Presentations	1 Subcategory(s)	1
 DAA Forms		11
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If you forgot your password, or unable to login, please contact your unit training coordinator.

DAA ONLINE UNIVERSITY

Training Resources

DAA RESOURCES Panel

- ***DAA Forms*** – Forms referenced in policy and used in the CEO hiring process
- ***DAA Policies*** – List of most CDFA policies that apply to DAAs
- ***Other DAA Resources*** – Content specific to DAAs
 - DAA Board of Directors' Training Requirements
 - DAA CEO – Board Roles and Responsibilities
 - New DAA Employee Online University Enrollment Instructions
 - Training Reimbursement Form
- ***CDFA Training Presentations*** – Past PowerPoint presentations in a PDF format
- ***Fairground Emergency Response Information*** – Fairgrounds' Reports 1 - 3

DAA Board Member Training Requirements

Ethics Orientation for State Officials (Ethics) training certificates, submitted by board members, must reflect completion of the following additional sections:

- **4.30(a):** Section 1090 as applied to Multi-member Bodies
- **4.40:** Special Code of Ethics
- **5.24:** Special Restrictions on Personal Loans
- **5.25:** Free Transportation from Transportation Companies
- **6.8:** Holding Incompatible Offices
- **7.13:** Part C: Open Meetings for State Boards and Commissions (Bagley- Keene Open Meeting Act)

DAA

Training Certificate Requirements

The only certificates CDFA will accept for our required training courses:

- Defensive Driver Training (Department of General Services)
- Ethics Orientation for State Officials (Attorney General's Office)
- 80-Hour Supervisory Training (CalHR / CalLearns)
- 40-Hour Managerial Training (CalHR / CalLearns)
- 20-Hour CEA Training (CalHR / CalLearns)
- 20-Hour Biennial Leadership training (CDFA Online University)
- Personnel Liaison Training (CDFA Online University)

All other required training, whether online or ILC, must be CDFA courses offered in the University.

DAA

Uploading Training Certificates

You must upload external course certificates to complete these courses.

The screenshot displays the CDFA (Connecticut Department of Financial Services) website for the "Ethics Orientation for State Officials" course. The page features a header with the CDFA logo and navigation icons. Below the header, the course title "Ethics Orientation for State Officials" is prominently displayed. A navigation bar includes tabs for "Course Content", "Resources", and "Uploads". The "Uploads" tab is highlighted with a red "Upload Tab" label. The main content area shows a progress bar at 50% completion, with a circular progress indicator and the text "In Progress 1/2". Below the progress bar, the "Course Content" section lists "Chapter 1" with a "1 Lesson(s)" indicator. The "Uploads" section lists the "DOJ Ethics Orientation Certificate" with a green "Complete" button. A red "Upload Link" label points to the "Upload Link" button in the uploads list. The "Resources" section includes a link to the "Statement of Economic Interest - Form 700 Policy".

cdfa
CONNECTICUT DEPARTMENT OF FINANCIAL SERVICES

Ethics Orientation for State Officials
Online Course

Course Content Resources Uploads

Upload Tab

"IMPORTANT, PLEASE READ PRIOR TO TAKING THE ETHICS ORIENTATION FOR STATE OFFICIALS COURSE."

This 2-3 hour training is for designated filers only and is required to be completed upon appointment to a designated classification, board, or committee.

Course Content

Chapter 1 1 Lesson(s)

✓ Ethics Orientation for State Officials Complete

Status: Completed

This 2-3 hour training is for designated filers only and is required to be completed upon appointment to a designated classification, board, or committee.

It is recommended that this training be completed prior to filing the Assuming Office Statement Of Economic Interest - Form 700 and is required to be taken every two years thereafter.

This training helps designated filers understand what they are required to disclose when filing their Form 700 in eDisclosure, CDFA's eFiling system.

In Progress
1/2
50%

Uploads

DOJ Ethics Orientation Certificate

Upload Link

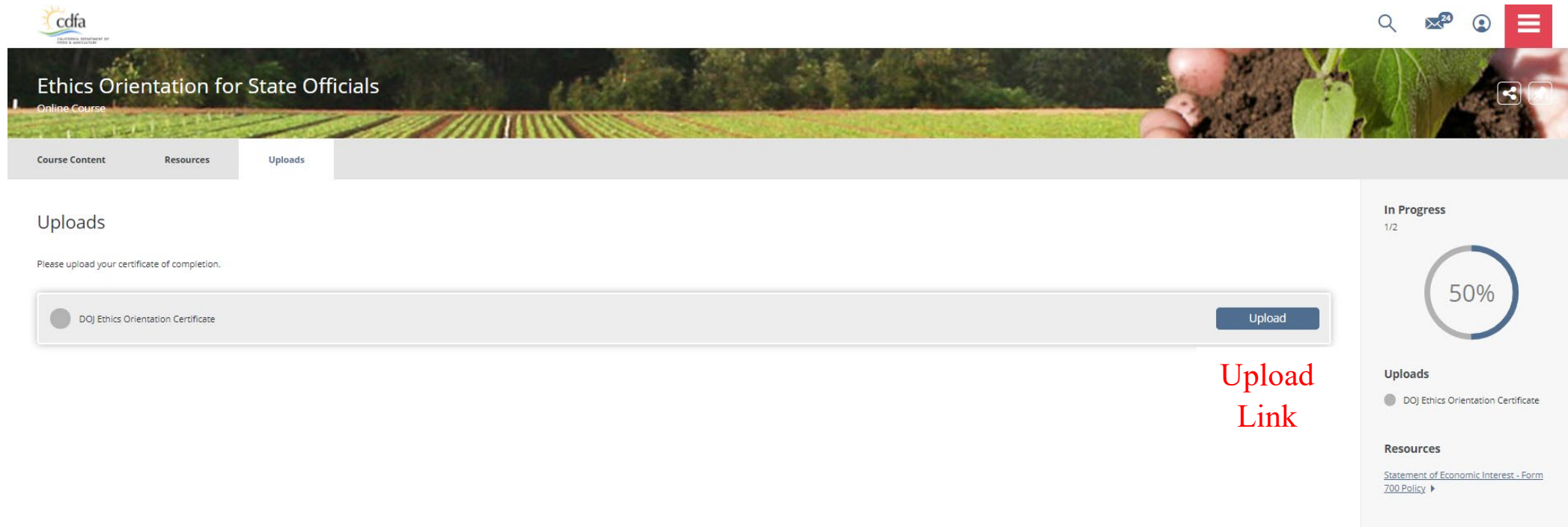
Resources

[Statement of Economic Interest - Form 700 Policy](#)

DAA

Uploading Training Certificates

You must upload external course certificates to complete these courses.



The screenshot shows the user interface for the "Ethics Orientation for State Officials" online course. The header includes the Cdfa logo and navigation icons. The course title "Ethics Orientation for State Officials" is displayed above a banner image of a field. Below the banner, there are tabs for "Course Content", "Resources", and "Uploads". The "Uploads" tab is active, showing a section titled "Uploads" with the instruction "Please upload your certificate of completion." Below this, there is a file upload area with a circular progress indicator and the text "DOJ Ethics Orientation Certificate". An "Upload" button is located to the right of the file name. On the right side of the page, there is a sidebar with a progress indicator showing "In Progress 1/2" and a circular progress bar at 50%. Below this, there is a section titled "Uploads" with a list item "DOJ Ethics Orientation Certificate". At the bottom of the sidebar, there is a section titled "Resources" with a link to "Statement of Economic Interest - Form 700 Policy".

Upload Link

DAA

Uploading Training Certificates

You must upload external course certificates to complete these courses.

The screenshot shows the 'Ethics Orientation for State Officials' course page. The 'Uploads' tab is active, displaying a list of uploads. An 'Upload File' modal is open, allowing the user to upload a 'DOJ Ethics Orientation Certificate'. The modal includes fields for 'Upload' (with a 'Browse' button), 'Date Issued' (MM/DD/YYYY), a toggle for 'Has expiry date', 'Expiry Date' (MM/DD/YYYY), 'Issuer', and a 'Notes' section. The background page shows a progress indicator of 50% and a list of resources.

Ethics Orientation for State Officials
Online Course

Uploads

Please upload your certificate of completion.

DOJ Ethics Orientation Certificate

Upload File

DOJ Ethics Orientation Certificate

Upload Required

Upload a file **Browse**

Date Issued Required

MM/DD/YYYY

☒ **Has expiry date**

Expiry Date Required

MM/DD/YYYY

Issuer Required

Notes

Add Additional Notes

Save **Cancel**

In Progress
1/2

50%

Uploads

DOJ Ethics Orientation Certificate

Resources

[Statement of Economic Interest - Form 700 Policy](#)

For password resets and all other DAA Online University questions, please contact the F&E Training Coordinator at (916) 999-3000.

County & Non-Profit Fairground Training Recommendations

Employees Affected	Recommended Classes	Est. Course Length	Frequency	Availability
All (CEOs, Managers, Staff, Board)	Sexual Harassment Prevention	Staff: 1 Hour Managers: 2 hours	Every two years	DFEH www.dfeh.ca.gov/wp-content/uploads/sites/32/2018/12/SB_1343_EmployerFAQ.pdf
Major Decision Makers (CEOs, Managers, Board, Contracts/Budgets)	Ethics Orientation for Local Officials	2 hours	Every two years	FPPC http://localethics.fppc.ca.gov/login.aspx
All that drive work vehicles or receive mileage reimbursements	Defensive Driver Training	2 ½ hours	Every four years	DGS https://ddt.dgs.ca.gov/
Employees exposed to hazardous chemicals in the work environment and their supervisors	Hazard Communication – Cal/OSHA	45 minutes	Once – until regulations change	Cal/OSHA https://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf
Employees who work outdoors and/or in hot environments and their supervisors	Heat Illness Prevention – Cal/OSHA	20 minutes	Annually	Cal/OSHA https://www.dir.ca.gov/dosh/dosh_publications/HIP-sample-procedures.doc
Employees with possible exposure in the work environment	Bloodborne Pathogens Awareness	45 minutes	Annually	Cal/OSHA https://www.dir.ca.gov/dosh/dosh_publications/expplan2.pdf

County & Non-Profit Fairground Training Resources

Institute for Local Government - <https://www.ca-ilg.org/>

As a 501(c)(3) organization, ILG empowers local government leaders and delivers real-world expertise to help them navigate complex issues, increase their capacity, and build trust in their communities.

Provides policy, webinars, resources, and information on:

- Purchasing/Contracting
- Public Engagement
- Effective Meetings
- Ethics and Transparency
- Leadership and Governance
- Public Service Orientation

F&E Training Allocation Program & Form 700s

Presenters: Ken Anater

Fair Training Allocation Program

Training Allocation per class size

CLASS LEVEL	TRAINING ALLOCATION
I	\$ 2,440
I-X	\$2,020 - \$2,410
II	\$ 2,200
III	\$ 2,020
III+	\$ 1,830
IV	\$ 1,710
IV+	\$ 1,470

Fair Training Allocation Program

Recommended use of training allocation:

- **CFA/CFSA Fall Managers Conference**
- **WFA Convention**
- **IAFE Seminars**
- **Regional Trainings**
- **Strategic Planning**
- **Maintenance Mania**
- **Staff and Board of Director Trainings**
- **Computer Program Training**
- **Training Supplies and Materials**

Please contact F&E in advance for approval of alternate training requests.

Fair Training Allocation Program

Reimbursements must follow CalHR travel Guidelines:

➤ Meal and Incidental Rates

Breakfast - Up to \$7.00, Lunch - Up to \$11.00

Dinner - Up to \$23.00, Incidentals – Up to \$5.00

➤ Personal Vehicle Mileage Reimbursement Rates

2022 Reimbursement Rate per Mile - \$0.585

➤ Short-Term Lodging Reimbursement Rates

Maximum rates apply unless advance approval provided

DAAs - Excess Lodging Rate Approval Request (STD 255C) to CalHR at least 10 days in advance of travel


CO-NPs - Excess Lodging Rate Approval Request (STD 255C) to F&E at least 12 days in advance of travel

More information is available from the CalHR Travel Reimbursement website:

<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Fair Training Allocation Program

Training Reimbursement Request Form

 CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE FAIRS & EXPOSITIONS BRANCH				
REIMBURSEMENT FOR FAIR TRAINING				
Fair Training Information				
Fair Name				
Fair Manager				
Mailing Address				
Training Event				
Dates of Training				
Location of Training				
Training Registration Detail*				
Attendee	Fee			
Total Training Costs	\$ -			
Mileage Reimbursement				
Year of Travel:	The mileage rate for the year selected is:			
Date				
Departure Site				
Arrival Site				
Miles Driven				
Total Mileage Cost	\$ -			
Lodging Fee Detail*				
Name of Hotel	Number of Nights	Cost Per Night	Tax Per Night	Total Cost
				-
				-
Total Lodging Cost				\$ -
Meal Fee Detail**				
Total Breakfast Costs	Total Lunch Costs	Total Dinner	Incidental (over 24 Hours)	Total Meal Costs
				\$ -
**Maximum daily amounts: Breakfast \$7, lunch \$11, Dinner \$23, Incidental \$5				
Travel Detail				
To Event	Trip Departure Time	Trip Departure Date	Trip Arrival Time	Trip Arrival Date
From Event				
Transportation & Travel Detail*		Grand Total for Training Costs		
Flight Cost	Fee	Travel		\$ -
Parking Fees		Lodging		\$ -
Ground Transport Costs		Meals		\$ -
Car Rental Costs		Mileage		\$ -
Fees & Taxes		Training		\$ -
Total Cost	\$ -	Grand Total		\$ -
*Supporting Documentation Required				
These costs will only be processed for reimbursement when detailed supporting documentation is supplied (e.g., vendor invoices).				
Fair Manager*** Date				
***By signing this document, I attest that all travel claims are accurate and in accordance with the California Department of Human Resources authorized travel policies.				

- Executed allocation agreement on file
- Receipts must support expenses and accompany request form
- Submit by June 1st

Form 700 Requirements

Form 700 - Statement of Economic Interests

- All Board Members and code filers must submit the Form 700 *within 30 days of being appointed, annually thereafter and within 30 days of leaving office*
- Due April 1st each year
- Late filers may be fined \$10 per day up to a maximum of \$100, with additional FPPC penalties up to \$5,000
- Violations of ethics-related laws can result in either criminal or civil prosecution by the FPPC, local District Attorneys, or private parties

Form 700 Requirements

Form 700 - Statement of Economic Interests

- The CEO is the DAA's Filing Officer and maintains the original copy and retains it in the board and staff member's personnel file
- For official filing purposes, staff and Directors are to provide the completed Form 700 to the CEO. The CEO will email a copy of the form to the FPPC @ 700copies@fppc.ca.gov and cc the F&E Training Coordinator

Form 700 Requirements

Form 700 - Statement of Economic Interests

- Designated DAA employees (code filers) and Board Members fall under Disclosure Category 7 per CDFA's Conflict of Interest Code

Designated employees and District Agricultural Association directors/board members shall disclose:

- (A) Investments or business positions in any business entity which, during the reporting period, were awarded or bid upon a contract of the Association for, or supplied to it under contract, materials, goods, supplies, or services; and
- (B) Interests in real property which, during the reporting period, were acquired by, leased, or otherwise used by the Association for any consideration; and
- (C) Each source of income provided the income was furnished by or on behalf of any person contracting with, furnishing, or offering to provide real or personal property or services to the Association as stated in paragraphs (A) or (B) above, including concessionaires.

Form 700 Requirements

Form 700 - Statement of Economic Interests

- DAA Board Members must have a valid Maintaining a Respectful Work Environment – EEO Compliance certificate on file at the time of filing
- Ethics Orientation certification is required to be current and on file at the time of the Form 700 submission

Form 700 Requirements

Form 700 - Statement of Economic Interests

- DAA Board Members cannot participate in Board actions if they do not have a current Form 700 filed (CDFA Policy 9.6.1 Statement of Economic Interests – Form 700)
- DAA Board Members that fail to file a Form 700 will be removed from their respective Board position (CDFA Policy 9.6.1 Statement of Economic Interests – Form 700)



QUESTIONS?

KEN ANATER

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